

## Mentorship Agreement

This agreement defines our participation in the SAF/IA Mentorship Program. We are committed to participating fully in all aspects of the program and to making it a rewarding experience for both of us. Toward that end, we agree to:

1. Meet at least twice per month for a minimum of one hour each time
2. Maintain confidentiality in our relationship, unless my partner gives me permission to share points of our discussion with another specified individual
3. Follow through on the commitments we make to each other
4. Be patient with one another—real change and personal development take time
5. Listen carefully to one another and ask straightforward questions that lead to understanding
6. Work together to create a roadmap for a successful career for the mentee and to dedicate time at each meeting to discuss his/her progress against that plan
7. The mentee will own the relationship with regard to scheduling, seeking and acting on feedback, identifying goals and associated roadblocks, and following up on action items
8. The mentor agrees to have reasonable expectations of the mentee within the allotted time frame, to provide constructive, realistic feedback to the mentee, and to empower the mentee to act upon it
9. Document the progress of our mentorship and track the accomplishment of our goals
10. Communicate regularly with Human Capital Development Branch to report on progress, address concerns, and make suggestions for future mentorship programming within SAF/IA
11. Participate, as individuals and as a team, in the evaluation of the SAF/IA Mentorship Program by completing surveys, interviews, and other requested means of evaluation

Ending the Mentorship Relationship:

- We plan to conduct this mentorship for a period of \_\_\_\_\_, after which the formal mentoring relationship will end.
- If either one of us becomes uncomfortable with our relationship during the period noted, or if at any point, either of us decides the program is no longer beneficial, this mentorship will be dissolved without prejudice.

Additional items we agree to as part of our mentorship include:

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Mentee Signature

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Printed Name

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Date

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Mentor Signature

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Printed Name

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Date